

Fill Out the Form

Objective: To fill out a practice census form.

Background Information:

- There are two census questionnaires: a short form and a long form.
- Most housing units (83%) will receive the short form questionnaire.
- The short form includes questions on six population topics including race, sex, and age, as well as one question about housing tenure (whether the home is owned or rented).
- One out of every six households will receive the long form, which covers many more subjects than the short form.
- The long form asks about 34 different subjects including place of birth, language spoken at home, the value of one's home, and labor status.
- This lesson focuses entirely on how to complete the short form. Pages 12–14 highlight the individual questions on the form and include helpful advice for answering them.
- If students receive the long form at home and have difficulty answering some of the questions, they can receive assistance from the Census Bureau by calling the toll-free number on the back of the census form.

Getting Started:

Explain to students that in mid-March they will be receiving a census form in the mail. Most students will receive the short form; a three-page practice version is included here. As you

Extension Activity

Have your class create a one-page guide to filling out the short form questionnaire. The guide could incorporate some of the advice on pages 12–14, but should focus on the areas that students found most difficult to understand.

Have students add the completed short form along with their short form questionnaire guide to their Census Information Booklets.

review the questions on pages 12–14, point out that there are boxes for information. Some boxes will be filled out and some will be left blank. For example, in question 1 on page 12, if the answer is less than ten, only one box will be filled out and the other will be left blank.

Explain to students that Person 1 is the person who owns, is buying, or rents the apartment, house, or mobile home in which they live.

Using the Activity Sheet:

1. Photocopy and distribute pages 12–14.
2. Have students take turns reading aloud the questions on pages 12–14.
3. Review each question, paying particular attention to the helpful notes provided.
4. Have students complete the questions.
5. Ask students to describe how they felt filling out the form. Did they have difficulty answering any of the questions? If so, which ones? Did they complete the entire form or are there outstanding questions?

Summary:

Remind students that the actual census form will be delivered in mid-March 2000. Most forms will be delivered by the post office, but in remote areas, the forms will be dropped off at homes.

Sample Short Form

1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2000?

Number of people

INCLUDE in this number:

- foster children, roomers, or housemates
- people staying here on April 1, 2000 who have no other permanent place to stay
- people living here most of the time while working, even if they have another place to live

DO NOT INCLUDE in this number:

- college students living away while attending college
- people in a correctional facility, nursing home, or mental hospital on April 1, 2000
- Armed Forces personnel living somewhere else
- people who live or stay at another place most of the time

You can write

0	4
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 or

4	
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 to show 4 as the number of people.

roomers: roommates, housemates, boarders

correctional facility: jail or prison

nursing home: home for people who need continuing health care

Armed Forces: people in the military

2. Is this house, apartment, or mobile home —

Mark ☒ *ONE* box.

- ☐ Owned by you or someone in this household with a mortgage or loan?
- ☐ Owned by you or someone in this household free and clear (without a mortgage or loan)?
- ☐ Rented for cash rent?
- ☐ Occupied without payment of cash rent?

A mortgage is a loan that must be repaid by the borrower. Until the loan is repaid, the property belongs to the lender.

3. Please answer the following questions for each person living in this house, apartment, or mobile home. Start with the name of one of the people living here who owns, is buying, or rents this house, apartment, or mobile home. If there is no such person, start with any adult living or staying here. We will refer to this person as Person 1.

Print the name of the person who owns, is buying, or rents the house, apartment, or mobile home. This is the person who supplies the census information.
This is Person 1.

What is this person's name? *Print name below.*

Last Name

First Name

MI

Sample Short Form (continued)

4. What is Person 1's telephone number? *We may call this person if we don't understand an answer.*

Area Code + Number



5. What is Person 1's sex? Mark ☒ ONE box.

☐ Male ☐ Female

6. What is Person 1's age and what is Person 1's date of birth?

Age on April 1, 2000

11

Print numbers in boxes.

Month Day Year of birth

NOTE: Please answer BOTH Questions 7 and 8.

7. Is Person 1 Spanish/Hispanic/Latino? Mark ☒ the “No” box if **not** Spanish/Hispanic/Latino.

☐ **No**, not Spanish/Hispanic/Latino ☐ Yes, Puerto Rican☐ Yes, Mexican, Mexican Am., Chicano ☐ Yes, Cuban☐ Yes, other Spanish/Hispanic/Latino — *Print group* ↗[illegible]

8. What is Person 1's race? Mark ☒ one or more races to indicate what this person considers himself/herself to be.

White

☐ Black, African Am., or Negro

☐ American Indian or Alaska Native — *Print name of enrolled or principal tribe.* ↴

[illegible]☐ Asian Indian

☐ Japanese

☐ Native Hawaiian

☐ Chinese

☐ Korean

☐ Guamanian or Chamorro

☐ Filipino

☐ Vietnamese

☐ Samoan

☐ Other Asian — Print race. ↗

☐ Other Pacific Islander —
Print race ↗

[illegible]☐ Some other race — Print race. ↗[illegible]

→ If more people live here, continue with Person 2.

Enter each person's age as of last birthday.

Birth month should be written with numbers:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

Everyone must answer this question
No or Yes.

Answer No if you are not Spanish/
Hispanic/Latino.

Answer Yes to this question if you are Mexican, Mexican American, Chicano, Puerto Rican, Cuban, Spaniard, or are from a Spanish-speaking country in Central or South America or the Caribbean.

If this person considers himself/herself more than one race, for example Black and Vietnamese, check all the boxes that apply.

Sample Short Form (continued)

1. What is Person 2's name? *Print name below.*

Last Name

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First Name

MI

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Use the person's legal name — the name used to sign checks and other important papers.

2. How is this person related to Person 1? Mark ☒ ONE box.

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|--|-----------------------------|--|
| <input type="checkbox"/> Husband/wife | If NOT RELATED to Person 1: | <input type="checkbox"/> Roomer, boarder |
| <input type="checkbox"/> Natural-born son/daughter | | <input type="checkbox"/> Housemate, roommate |
| <input type="checkbox"/> Adopted son/daughter | | <input type="checkbox"/> Unmarried partner |
| <input type="checkbox"/> Stepson/stepdaughter | | <input type="checkbox"/> Foster child |
| <input type="checkbox"/> Brother/sister | | <input type="checkbox"/> Other nonrelative |
| <input type="checkbox"/> Father/mother | | |
| <input type="checkbox"/> Grandchild | | |
| <input type="checkbox"/> Parent-in-law | | |
| <input type="checkbox"/> Son-in-law/daughter-in-law | | |
| <input type="checkbox"/> Other relative — <i>Print exact relationship.</i> → | | |

Remember, Person 1 is the person who owns, is buying, or rents the apartment, house, or mobile home.

3. What is this person's sex? Mark ☒ ONE box.

- ☐ Male ☐ Female

4. What is this person's age and what is this person's date of birth?

Print numbers in boxes.

Age on April 1, 2000

Month

Day

Year of birth

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NOTE: Please answer BOTH Questions 5 and 6.

5. Is this person Spanish/Hispanic/Latino? Mark ☒ the "No" box if *not* Spanish/Hispanic/Latino.

- | | |
|--|--|
| <input type="checkbox"/> No, not Spanish/Hispanic/Latino | <input type="checkbox"/> Yes, Puerto Rican |
| <input type="checkbox"/> Yes, Mexican, Mexican Am., Chicano | <input type="checkbox"/> Yes, Cuban |
| <input type="checkbox"/> Yes, other Spanish/Hispanic/Latino — <i>Print group</i> ↗ | |

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6. What is this person's race? Mark ☒ one or more races to indicate what this person considers himself/herself to be.

- ☐ White
- ☐ Black, African Am., or Negro
- ☐ American Indian or Alaska Native — *Print name of enrolled or principal tribe.* ↗

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|---|--|--|
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Native Hawaiian |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Korean | <input type="checkbox"/> Guamanian or Chamorro |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Samoan |
| <input type="checkbox"/> Other Asian — <i>Print race.</i> ↗ | <input type="checkbox"/> Other Pacific Islander — <i>Print race.</i> ↗ | |

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- ☐ Some other race — *Print race.* ↗

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This question must be answered for all persons.